

# City of New Orleans

## Department of Safety and Permits

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## Municipal Addressing Standards for Existing and Proposed Development

Promulgation Draft

# Municipal Addressing Standards for Existing and Proposed Development

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## Municipal Addressing Standards for Existing and Proposed Development

### Introduction

Pursuant to Section 26-612 of the Code of Ordinances of the City of New Orleans, the Department of Safety and Permits is responsible for the establishment of municipal addresses within the city of New Orleans.

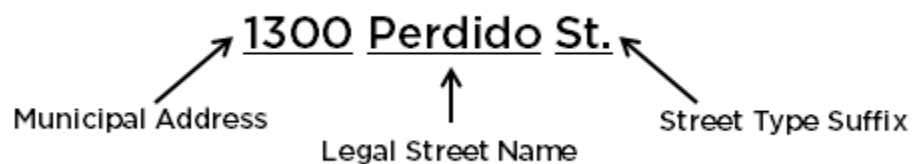
The purpose of creating standards for municipal addresses is to provide a more consistent assignment of addresses for the development and redevelopment of properties. These standards will reduce staff time dedicated to addressing and will provide transparency to the public regarding acceptable addressing patterns and standards for changing established municipal addresses of properties.

These standards shall serve as guidelines for the Department and property owners. There may be occasion where the nature of these guidelines do not or cannot adequately address a real-life situation. In such a scenario, addressing will be determined in accordance with the professional judgment of the Department.

### Addressing Concepts

All structures will be addressed with a combination of a numerical municipal address number followed by the combined legal street name and designator. Municipal addresses will be assigned in Arabic numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, 9) and shall be displayed on all structures in compliance with the Code of Ordinances of the City of New Orleans.

Addressing Example:



### Numbering of Properties

Properties will be assigned sequential addresses aligned as closely to the existing municipal numbering pattern as feasible. As a general rule, properties on the northern and eastern sides of streets will be issued odd numbers; properties on the southern and western sides of streets will be issued even numbers.

## Municipal Addressing Standards for Existing and Proposed Development

### Building and Unit Standards

When additional identification is necessary, this may be accomplished by assignment of a specific identifier for a building, unit, apartment, or suite. These additional identifiers may be comprised of letters, numbers, or a combination thereof, as provided in these Municipal Addressing Standards.

Building and Unit addressing standards prevent the duplication of numbering on a property and allow the City and emergency responders to clearly identify the building number, floor number, and suite/apartment number of individual tenant spaces. Improvement types subject to additional identification include:

- Apartment/Condominium Complexes
- Office Parks and Office Building Complexes
- Any other improvement type which results in multiple structures on a single lot of record where there is no street frontage which would allow independent addresses for each structure.

All additional identifiers will be issued in Arabic numerals, alphabetic designators may only be issued when such identifier is used for the sole purpose of identifying a specific building type that is not part of an otherwise identified structure. Please see Appendix A for uses and appropriate identifiers.

### Distance Between Structures/Lots and Numbering of Property

The following standards and numerical spacing practices are required for newly developed areas. The provisions of this section are recommended in areas of existing development where the numbering pattern allows; however, priority shall be placed upon maintaining consistency with the existing numbering pattern. Vacant properties which may be redeveloped are to be assigned an address/addresses

**Lots under 50 feet in width:** If an existing or proposed lot width or width of the development site is less than 50 feet, the lot addressing will increase by increments of four (4) digits (ex: 1001, 1005, 1009).

**Lots between 50 and 100 feet in width:** If an existing or proposed lot width or width of development site is between 50 and 100 feet in width, the addressing will increase by increments of not less than six (6) digits (ex: 1001, 1007, 1013); however, greater increments may be used to maintain consistency with adjacent existing addressed lots.

## Municipal Addressing Standards for Existing and Proposed Development

**Lots greater than 100 feet in width:** Large lots or development sites will be addressed in a manner appropriate to the existing development pattern, with each structure on the site assigned the appropriate municipal address to reflect the street frontage of the property.

### Fractional Addressing

The existing, historical municipal addressing pattern of the city has resulted in addresses containing such designations as: ½, ¼, Upper, Lower, Front, Rear. The City of New Orleans will not initiate changes to these addresses; however, any modifications to the addressing of structures or lots bearing such designations must comply with the standards of this policy. Residential units will be readdressed to whole addresses when possible, if assignment of such addresses is not possible, the units within the structure will be addressed in accordance with the standards for multiple-family development.

### Address Changes

A change of address may be initiated by a property owner or the Department of Safety and Permits. City-initiated address changes are limited to circumstances where the Department, the New Orleans Police Department, the New Orleans Fire Department, New Orleans Emergency Medical Services, or the Orleans Parish Communications District identifies a possible or actual delay in emergency service response time affecting the subject property or surrounding properties due to addressing issues. Circumstances which may cause the Department to initiate an address change include, but are not limited to:

1. Out-of-sequence with the neighboring addresses.
2. An odd address on the even side of the street.
3. An even address on the odd side of the street.
4. A duplicate address.
5. Property is incorrectly using an address assigned to another property.
6. Property is accessed from a different street than the address in use.
7. There is no space between house numbers for forthcoming development.
8. The street name has changed or an easement has been named.

## Municipal Addressing Standards for Existing and Proposed Development

Property owners may request a change of address to their existing address as long as the new address meets the addressing standards of the Department and reasonable cause is demonstrated which necessitates such a change.

### Street Identification

All street names consisting solely of the word-form of a number shall be identified by the number represented (ex: “Third Street” will be identified as “3<sup>rd</sup> Street,” “Twentieth Street” will be identified as “20<sup>th</sup> Street”).

For streets where the legally established name begins with a commonly used term, the following chart shall dictate the establishment of addressing:

Element of Street Name	Addressing Standard
Saint	St
North	N
South	S
East	E
West	W

To create uniformity in data processing, street type identifiers will be abbreviated as provided in Appendix B: Street Suffix Abbreviations, in compliance with United States Postal Service Standards.

### Private Street Naming Criteria

Any street on private property which is not a dedicated public right-of-way and upon which multiple structures will be situated may request designation as a private street. Identification of such street, not being subject to ordinance of the Council, will be reviewed by the Department, City Planning Commission, and Orleans Parish Communications District to ensure there is not duplication or near-duplication in the names of designated streets or private streets which may cause disruption of emergency services.

1. In order for the Department to consider designation of a private street or access easement, the following criteria will be considered:
  - a. Configuration of the site in relation to existing designated rights-of-way.
  - b. Proposed development plan for the overall site.
  - c. Presence of multiple structures containing primary uses on a single site.

## **Municipal Addressing Standards for Existing and Proposed Development**

Address ranges on such private streets shall be consistent with the address ranges of existing properties in the surrounding area. If there is no adjacent development, address ranges may be proposed by the property owner, subject to review and approval by the Department and other appropriate agencies.

### **Service Alleys**

Any service alley or drive used solely for access to loading or parking spaces will not be assigned a street name. If circumstances of a particular development dictate addressing a structure which is only accessible via service alley, the Department will evaluate such situations on a case-by-case basis and provide an appropriate address based on the addresses of surrounding development.

If an alley requires addressing for emergency services purposes, the Department retains the ability to issue a municipal address to the service alley itself in lieu of issuing addresses to the structures accessed via that alley. The address issued to an alley under these circumstances will be assigned in accordance with the address range of surrounding development, in accordance with the standards of this addressing policy.

## **Municipal Addressing Standards for Existing and Proposed Development**

### **Addressing Standards – By Development Type**

#### **Apartment Complexes**

All apartment complexes shall utilize a standard building and unit numbering schema for apartment addressing. Unit Numbers shall be designated by a combination of building number, floor number, and unit number, per Addressing Example Figure 1.

#### **Building, Stand-alone**

When there is one building located on a single parcel/lot/site, the address is assigned off the street with front door access.

#### **Campus Addressing – University**

The addressing schema for new university campuses and additions to older campuses will be reviewed on a case by case basis by personnel of the Department of Safety and Permits.

#### **Commercial Site – Single Building**

For stand-alone commercial structures (not part of a larger commercial site and not on a corner) the address will be based on entrance access along the street range. If multiple units exist in the building, the Building and Unit standards shall apply.

For stand-alone commercial structures (not part of a larger commercial site and located on a corner lot) with the front entrance off one street and the driveway entrance off another, efforts will be made to assign the address off the major arterial unless it poses an emergency issue. If multiple units exist in the building, the Building and Unit standards shall apply.

The Building and Unit standard for single structure commercial sites is explained in Addressing Example Figure 2.

See also: Downtown Mixed-use Development, Mixed-use Development, Shopping Mall -Enclosed, Street level Mixed-use, Strip Malls

#### **Commercial Site – Multiple Buildings**

For a commercial site with multiple buildings, a single main address will be assigned, based on the entrance access along the street range, with building numbers for each separate building. If multiple units exist within each building, the Building and Unit standards shall apply.

For commercial site with multiple buildings located on a corner lot, with the front entrance off one street and the driveway entrance off another, efforts will be made to

## **Municipal Addressing Standards for Existing and Proposed Development**

assign the main address off the major arterial unless it poses an emergency issue. If multiple units exist within each building, the Building and Unit standards shall apply.

The Building and Unit standard for multiple commercial buildings on a site is explained in Addressing Example Figure 1.

See also: Downtown Mixed-use Development, Mixed-use Development, Shopping Mall -Enclosed, Street level Mixed-use, Strip Malls

### **Condominium Complexes**

The addressing schema for Condominium Complexes will be reviewed on a case by case basis personnel of the Department of Safety and Permits. Depending on the design and layout of the complex, addresses could be assigned using one of the following methods:

- Standard building and unit numbering schema, where site has similar layout as an apartment complex. See Figure 1.
- A main address is assigned to each structure based on the front door access along the street range.
- Pseudo Subdivision and Private Driveways Naming Criteria for assigning street names to private driveways may be applied. At which time, individual addresses will be assigned based on front door access along the street range.

See Pseudo Subdivision and Private Driveway Naming Criteria for assigning street names to private driveways.

### **Corner lots**

Vacant corner lots within an established neighborhood will be addressed to the front-yard of such lot as defined by the Comprehensive Zoning Ordinance. Only one address will be assigned to the site in order to prevent addressing confusion. The property owner and/or the Department reserve the right to change their address to the opposing street if such change is initiated at the time of permit application for redevelopment of the site.

For residential corner lots that consist of a duplex, triplex, four-plex, or townhome that has front doors facing different streets, separate addresses will be assigned based off of the street that the front doors face.

## **Municipal Addressing Standards for Existing and Proposed Development**

### **Cul-de-sacs**

The cul-de-sac and the street it intersects shall have opposing address ranges. Using a different address range for the cul-de-sac (different from the intersecting street) should prevent duplicate and often confusing main addresses on the corner lots of both streets.

### **Demolition Permits**

Permits shall be issued based on the main address of the structure being demolished.

### **Duplexes**

Two main addresses will be issued when the current addressing pattern of the neighborhood allows such addressing; otherwise a main address will be assigned with letter unit designators. Main addresses on different streets may be assigned to corner lot duplexes with entrances on different streets (see Corner Lot).

### **Triplexes**

A main address will be assigned with letter unit designators, starting with the letter A. Separate main addresses can be assigned to corner lot triplexes with entrances on different streets (see Corner Lot).

### **Four-plexes**

A main address will be assigned with letter unit designators, starting with the letter A. Separate main addresses can be assigned to corner lot four-plexes with entrances on different streets (see Corner Lot).

### **Garage Apartments**

Garage apartments will be assigned as a building #2 or #B (alpha or numeric) at the main address of the primary structure.

### **Flag Lots**

Flag lots will be assigned an address based upon the access to the lots or structures, with limitations based upon neighboring addresses. Correct addressing must pay close attention to the neighboring address crowding and subdivision notes.

Addressing schemas that may apply:

- Building, Stand alone

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- Commercial, Single building
- Commercial, Multiple buildings
- Duplexes/Triplexes/Four-plexes
- Stacked addresses

### **High Rise – Commercial**

The Department of Safety and Permits uses a standard building and unit numbering schema for high-rise commercial addressing. See Figures 1 and 2 Addressing Examples section of this document for assigning Building and Unit numbers as applicable to a particular proposed development.

### **High-rise – Residential**

The Department of Safety and Permits uses a standard building and unit numbering schema for high-rise residential addressing. See Figures 1 and 2 Addressing Examples section of this document for assigning Building and Unit numbers as applicable to a particular proposed development.

### **Hospitals**

The addressing schema for new hospitals/hospital campuses will be reviewed on a case by case basis by Department of Safety and Permits personnel.

### **Mobile Home Communities**

All streets in a mobile home park shall be named and mobile home spaces numbered to conform to block numbers on adjacent public streets.

See Pseudo Subdivision and Private Driveway Naming Criteria for assigning street names to private driveways.

### **Office Building**

The Department of Safety and Permits uses a standard building and unit numbering schema for office building addressing. See Figures 1 and 2 Addressing Examples section of this document for assigning Building and Unit numbers as applicable to a particular proposed development.

### **Park Facing or Courtyard Facing Structures**

Addresses will be assigned off the street the front door faces, even if parkland is located between the structure and street access. If the residential structure is facing an interior

## **Municipal Addressing Standards for Existing and Proposed Development**

courtyard with no door facing a street, the addressing will be assigned on a case by case basis.

### **Residential, Primary structures**

Address is assigned off the street with front door access. Address number is determined by the structure's location along the street range.

### **Rural Addressing**

The address is assigned based on the access location along the street range. Multiple main addresses can exist on one large parcel as long as there are separate entrances, along the street, for each structure.

### **Shopping Center, Shopping Plaza and Strip Malls**

Shopping Centers will be assigned a single main address with unit numbers for each business. Recommendations:

- Unit numbers increase in value as the street range increases in value.
- Leave numerical space between unit numbers in order to allow for future expansion (example: #100, #105, and #110).
- A recommended two digit increase for every 10 ft. of frontage. See Figure 6 in the 911 Addressing Examples section of this document.

See also: Commercial Site – Single Building, Commercial Site – Multiple Buildings, Shopping Plazas, and Strip Malls

### **Shopping Mall – Enclosed**

A main address, with unit numbers designated for each business, will be assigned based on structure access along the street range. If the mall has multiple access points from various streets, one street will be chosen to host the main address.

### **Stacked Addresses**

Stacked addresses are residential structures that share a common access. If the access driveway does not meet the Private Drive/Easement Naming criteria, the access itself will be assigned an address based on its location along the street range, and all structures accessed off the easement will be assigned a building number or unit number, as appropriate based on the development pattern of the subject property and surrounding properties.

## **Municipal Addressing Standards for Existing and Proposed Development**

### **Through Lots**

A through lot has an adjacent lot on either side and street frontage on two streets. The lot goes “through” the block to the other side.

One structure on a through lot: Address is assigned off the street the front door faces.

Multiple structures on a through lot: Department of Safety and Permits personnel will review on a case by case basis. Accessory buildings will be addressed based on access when address assignment is necessary.

### **Townhomes, Single-family attached**

An address is assigned on the street with front door access. Each residential space will be assigned a main address based on the location of entry along the street range.

Separate main addresses can be assigned to corner lot structures with entrances on different streets (see Corner Lot).

### **Vacant Properties**

Vacant properties will be addressed in accordance with the addressing standards of this document with respect to the permissible use classifications of such land based on the Comprehensive Zoning Ordinance and the relative size of the vacant parcel.

Vacant property with road frontage larger than 200 feet: Address assigned based on entrance access along the street range. If no access information is available, address will be assigned where the property’s midpoint intersects the street range. The Department of Safety and Permits reserves the right to change the address once an access point has been determined.

## **Municipal Addressing Standards for Existing and Proposed Development**

### **Addressing Standards – By Use Type**

#### **Downtown Mixed-use Development**

Downtown mixed-use developments will be reviewed on a case by case basis. Depending on the site plan layout and how the commercial and residential units are accessed (street access or lobby access); downtown mixed-use developments may be addressed using one or more of the following standards:

- Building and Unit Standards
- High-rise Residential
- Street level Mixed-use

Considerations for addressing downtown mixed-use development:

- Existing addresses. If the a new development shares a block with existing buildings, the existing addresses should NOT be changed in order to accommodate the new development. First floor addressing of units accessed off of the street may have to use unit number with base address.

See Figures 1 and 2 Addressing Examples section of this document for assigning Building and Unit numbers as applicable to a particular proposed development.

See also: High-rise Residential, Mix-use Development, Street Level Mixed-use

#### **Mixed-use Development**

Address assignments for mixed-use developments will be reviewed on a case by case basis. Depending on the site plan layout, street-like networks, and commercial and residential building access, mixed-use developments may be addressed using one or more of the following standards:

- Building and Unit Standards
- Strip Malls, Shopping Centers, Shopping Plazas
- High-rise Residential
- Shopping Mall
- Pseudo Subdivision and Private Driveway Naming Criteria
- Street level Mixed-use
- Downtown Mixed-use Development
- Townhomes

## **Municipal Addressing Standards for Existing and Proposed Development**

The Department recommends a two-digit increase per address or unit for every 10 feet of frontage.

### **Street Level Mixed-use**

Residences or businesses with front door access to the street will be assigned a main address, based on the entrance's location along the street range. Residences or businesses sharing door access to the street will be assigned unit numbers at a single main address, based on the entrance's location along the street range.

See also: Downtown Mixed-use Development

### **Building and Unit Types**

For certain building and unit types, the Department of Safety and Permits will assign a designator that describes the building/unit type. Some of the more popular types are listed below. For a complete list of building/unit types, see Appendix A.

#### **Boat Docks**

A boat dock with one or more slips, requiring an address for a meter or permit, is assigned the main address of the property with the unit "BD" as a designator with the addition of a number (BD1, BD2, BD3, etc.) as required based on the development plan for the property. No dashes should be used.

#### **Carport**

A carport, requiring an address for a meter or permit, is assigned the main address of the property with the unit "CP" as a designator. If multiple carports exist on a property, each carport will be assigned the unit "CP" with the addition of a number (CP1, CP2, CP3, etc.). No dashes should be used.

#### **Dumpster**

A dumpster, requiring an address for a meter or permit, is assigned the main address of the property with the unit "DP" as a designator. If multiple dumpsters exist on a property, each dumpster will be assigned the unit "DP" with the addition of a number (DP1, DP2, DP3, etc.). No dashes should be used.

#### **Parking Garage**

A stand-alone parking garage, requiring an address for a meter or permit, is assigned the main address of the property with the building "GAR" as a designator if multiple

## **Municipal Addressing Standards for Existing and Proposed Development**

structures are located on the same lot of record. If multiple parking garages exist on a property, each parking garage will be assigned the building “GAR” with the addition of a number (GAR1, GAR2, GAR3, etc.). No dashes should be used.

A parking garage that is contained within a building (i.e. first few levels of a building, such as a hotel), requiring an address for a meter or permit, is assigned the main address of the property with the unit “GAR” as a designator.

### **Pools**

A pool at an apartment complex or condominiums: Building #POOL will be assigned under the main address.

A pool at a Municipal Park: If the pool shares the same access as the park, use building #POOL at the main address. If pool access is different from main park access, assign a separate whole address to the pool.

### **Guard Station**

If the guard station exists on a property with an existing main address, the main address with a building designation of #GS (Guard Station) will be used. If the guard station exists as a single structure with street access, a main address will be assigned based on the structure’s access along the street range.

### **Fractional Addresses**

The Department of Safety and Permits will not assign fractional (1/2, 1/3, etc.). If a unit is required, the proper designator will be assigned in accordance with this document.

### **Billboards**

Billboards will be addressed based on the billboard’s access along the street range. If a Billboard requires a unit, a letter will be assigned accordingly: A, B, C, D, etc.

### **Cable Boxes/ATT Boxes**

Power supplies installed by cable companies and phone companies are assigned an address based on street access to the supply. If a power supply requires an additional meter or unit, a letter will be assigned accordingly: A, B, C, D, etc.

## **Municipal Addressing Standards for Existing and Proposed Development**

### **Cell Towers**

Cell towers will be assigned an address based on the cell tower's access along the street range. If a cell tower requires a unit or additional meter, a letter will be assigned accordingly: A, B, C, D, etc.

If multiple cell towers exist on one pad site, and the street range allows it, a separate address will be assigned to each tower. If multiple cell towers exist on one pad site, and the street range does not allow it, the addressing will be in accordance with the standards of this document regarding multiple structures on a single development site.

### **Construction Loops**

Construction loops shall be permitted under the primary address of the parcel being served.

### **Gates**

An address indicating a unit designator will be assigned based on gate access along the nearest named street's range.

### **Park Entrances**

For municipal parks, a main address will be assigned based on the park's access along the street range. A park will have only one main address. If requested by the appropriate City agency, additional addresses may be issued based on a case-by-case review of the park's development and the need for additional municipal addresses in lieu of building designations.

### **Temporary Addresses**

Temporary addresses will not be issued by the Department of Safety and Permits under any circumstances; any temporary uses established on a site or lot shall utilize the primary address of the lot.

# Municipal Addressing Standards for Existing and Proposed Development

## Addressing Examples

**Figure 1:** Multiple Multi-Story Buildings on a Single Site.

	Unit Number Schema:			Building # <u>X</u> *	Floor # <u>X</u> * or <u>XX</u>	Unit # <u>XX</u>			
Floor 25	#12501	#12502	#12503	#22501	#22502	#22503	#92501	#92502	#92503
Floor 10	#11001	#11002	#11003	#21001	#21002	#21003	#91001	#91002	#91003
Floor 2	#1201	#1202	#1203	#2201	#2202	#2203	#9201	#9202	#9203
Floor 1	#1101	#1102	#1103	#2101	#2102	#2103	#9101	#9102	#9103
	Building # 1 (House Meter 1)			Building # 2 (House Meter 2)			Building # 9 (House Meter 9)		

\*For single digit buildings or floors, do not add a leading zero.

## Municipal Addressing Standards for Existing and Proposed Development

### Addressing Examples

**Figure 2:** Single Multi-Story Building on a Site

Unit Number Schema:	Floor # X* or XX	Unit # XX																		
	Floor 78	<table border="1"> <tr> <td>#7801</td><td>#7810</td><td>#7819</td></tr> <tr> <td>#5001</td><td>#5010</td><td>#5019</td></tr> <tr> <td>#2501</td><td>#2510</td><td>#2518</td></tr> <tr> <td>#1001</td><td>#1010</td><td>#1018</td></tr> <tr> <td>#201</td><td>#210</td><td>#218</td></tr> <tr> <td>#101</td><td>#110</td><td>#118</td></tr> </table>	#7801	#7810	#7819	#5001	#5010	#5019	#2501	#2510	#2518	#1001	#1010	#1018	#201	#210	#218	#101	#110	#118
#7801	#7810	#7819																		
#5001	#5010	#5019																		
#2501	#2510	#2518																		
#1001	#1010	#1018																		
#201	#210	#218																		
#101	#110	#118																		
	Floor 50																			
	Floor 25																			
	Floor 10																			
	Floor 2																			
	Floor 1																			

\*For single digit buildings or floors, do not add a leading zero.

## Municipal Addressing Standards for Existing and Proposed Development

### Appendix A: Building Uses and Identifiers

Building Use Type	Identifier	Description
Automatic Teller Machine	ATM	BLDG/UNIT
Bath House	BATH	BLDG
Carport	CP	BLDG
Club House	CLUB	BLDG/UNIT
Boat Dock	BD	BLDG
Dumpster	DP	UNIT
Elevator	ELEV	UNIT
Garage	GAR	BLDG
Gate	GATE	BLDG
Gazebo	GAZEBO	BLDG
Green House	GRHOUSE	BLDG
Guard Station	GS	BLDG
House Meter	HM	UNIT
Heating/Cooling Equipment	HVAC	BLDG
Kiosk	KIOSK	BLDG/UNIT
Laundry	LAUNDRY	BLDG/UNIT
Loading Dock	LDOCK	UNIT
Leasing Office	LEASE	BLDG/UNIT
Lobby	LOBBY	UNIT
Mail House / Mail Room	MAIL	BLDG/UNIT
Maintenance	MAINT	BLDG/UNIT
Mechanical Room	MECH	UNIT
Pool	POOL	BLDG/UNIT
Pump House/Station	PUMP	BLDG
Recreation, Gym, Exercise	REC	BLDG/UNIT
Work Shop	SHOP	BLDG/UNIT
Storage Building	STOR	BLDG/UNIT

## Municipal Addressing Standards for Existing and Proposed Development

### Appendix B: Street Suffix Abbreviations

Street Suffix	Abbreviation
Alley	Aly
Arcade	Arc
Avenue	Ave
Boulevard	Bld
Circle	Cir
Court	Ct
Drive	Dr
Highway	Hwy
Lane	Ln
Loop	Loop
Parkway	Pkwy
Place	Pl
Plaza	Plz
Road	Rd
Street	St
Terrace	Ter
Trail	Trl
Walk	Walk
Way	Way

Any street suffix not included in this Appendix shall be abbreviated in accordance with United States Postal Service Standards.